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7 October 1965

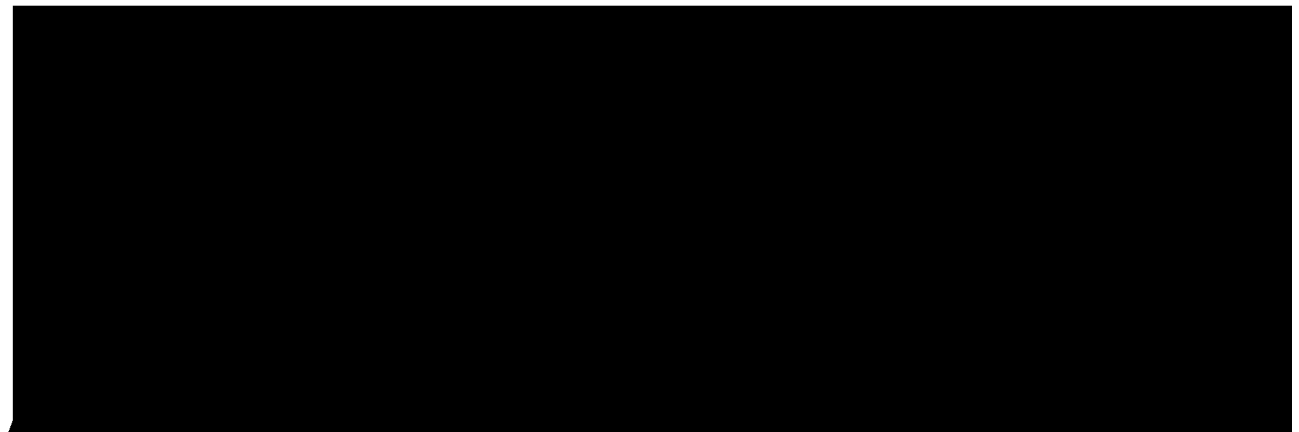
MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
7 October 1965

1. DIA Project HELPFUL

A program of two days' duration (16-17 November) has been agreed upon. It will include general briefings on the mission and functions of the DIA, with detailed briefings on the three major functional components, Acquisition, Production, and Science and Technology. Presentations on the ADP program and the Defense Attache System will be featured the first day, along with visits to the DIA Production Center and ADP Units. The Defense Indications Center will be toured on the second day. I am submitting by separate memorandum suggested procedures for selecting participants in the Program and distribution of the 35 spaces to the Directorates.

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employment and his unresolved BEC claim. We have updated [REDACTED] file through coordination with the Office of Personnel, the IG's Staff and the Office of Security. I have briefed [REDACTED] on the details of this case.

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3. Registrar Staff

Defense Systems Management Course. We have obtained two slots for the Defense Systems Management Course to be given at Monterey, California in January. The Office of Computer Services has named [REDACTED] to attend, and John Clarke (BPAM) will have a second candidate. We are exploring, with interested offices, the desirability of asking for slots in subsequent runnings of this course.

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Defense Systems Analysis Course. We have been informed by [REDACTED] the Assistant Secretary of Defense, that a letter is being prepared inviting the Agency to participate in the Defense Systems Analysis Course #2 beginning August 1966. This is the course given at the Institute for Defense Analysis (IDA) which [REDACTED] is presently attending.

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[REDACTED] This seminar began on 4 October as scheduled with 11 employees in attendance. The last day of the seminar is also the last day of the Midcareer Executive Development course. Both groups will be in joint session on that Friday morning.

Summer Employees. The outstanding job done by the five summer

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employees assigned to our Registrar Staff is worthy of note. These employees accomplished far more than had been expected or even hoped for. Two of their major tasks were to assist in the recoding of OTR master training records and to consolidate a large quantity of individual external training files. These were projects that would not have been completed for many months by regular staff personnel as time permitted, but, thanks to these five employees, the jobs were all but completed this summer.

4. Language Training School

DDP German Testing Program. Testing of DDP employees for proficiencies in German was completed on 1 October. It was found that a higher percentage of these employees are at more advanced levels than those tested in French and Spanish.

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Surveillance Instruction at the Defense Intelligence School. On

30 September, [REDACTED] gave a three-hour presentation on surveillance and counter-surveillance to 12 DIS attaches.

We will participate in a combined surveillance exercise for the group

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which is scheduled to take place on Tuesday afternoon, 5 October.

Projected Covert Training Activities. [REDACTED] has a total of twenty-one programs scheduled to start between 4 October 1965 and 14 February 1966.

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Five programs are scheduled to start at [REDACTED] during the period, 4 October through 8 November 1965.

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Veterans of OSS. [REDACTED], a Washington businessman active in Republican Party affairs and a former naval officer with OSS in CBI, later in SEA, contacted [REDACTED] on Thursday, 30 September to inform her that the Veterans of OSS are to present the William J. Donovan Award to General Eisenhower on 13 December.

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[REDACTED] wanted Larry Houston and Virginia to help in arranging a dinner, select a guest speaker, and (most important) to publicize the affair among former OSSers in CIA. It is my understanding that Houston cleared CIA's participation in the program through the DDCI. Mr. Helms feels that the security of CIA can best be preserved if the invitations to Agency personnel are distributed by someone in the Agency.

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Training Assistance Staff. During the period 30 August through 30 September 1965 the Training Assistance Staff distributed 94 items to Headquarters components and 184 items to Agency field installations.

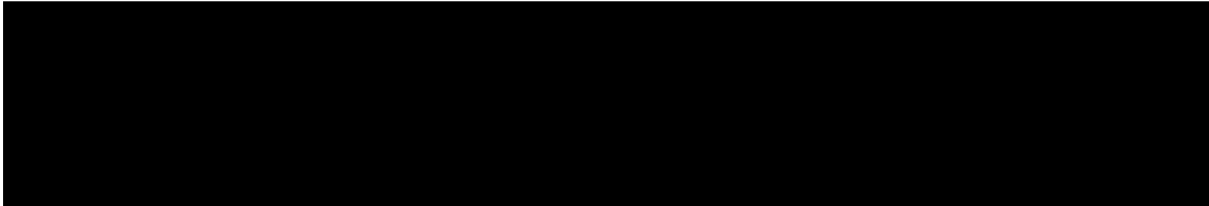
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Orientation Course for DDI/ORR/Geography Division. On 24 September, the Paramilitary Training Staff completed the one-week presentation of the orientation course for DDI/ORR/Geography Division. Student critiques indicated that the presentations and demonstrations were professionally carried out and satisfied the needs of the group.

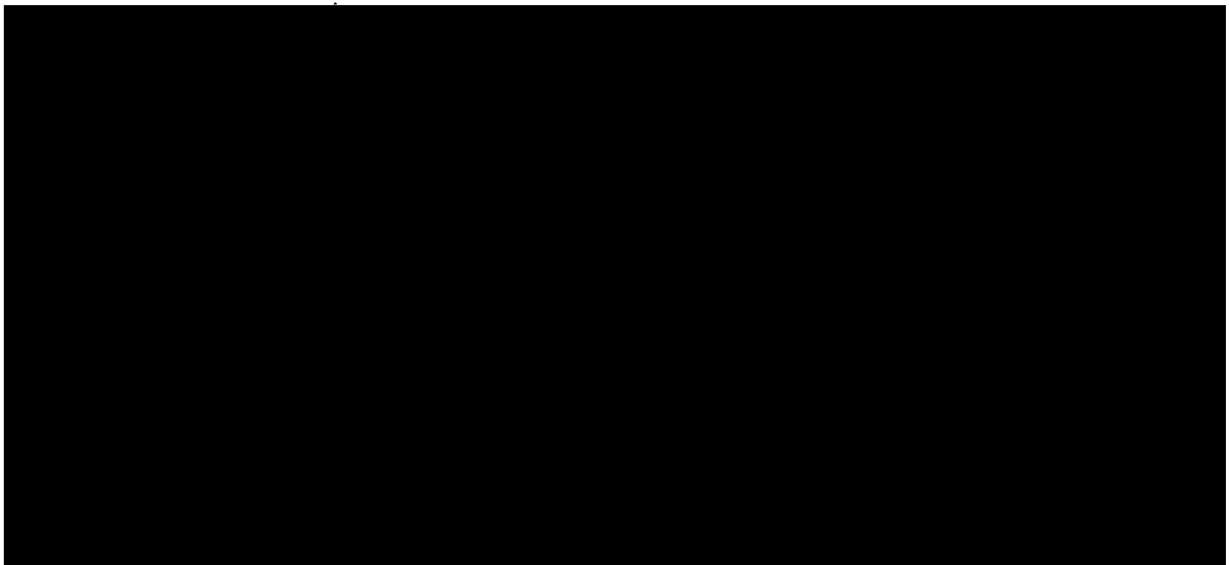
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Maintenance and Repair. The contract for resurfacing of roads,

 is 95% complete.

Modifications to Building  are 65% complete. The only furnishings needed, outside of available stock items, is a kitchen unit consisting of a combination stove, refrigerator, sink, and wall cabinet.

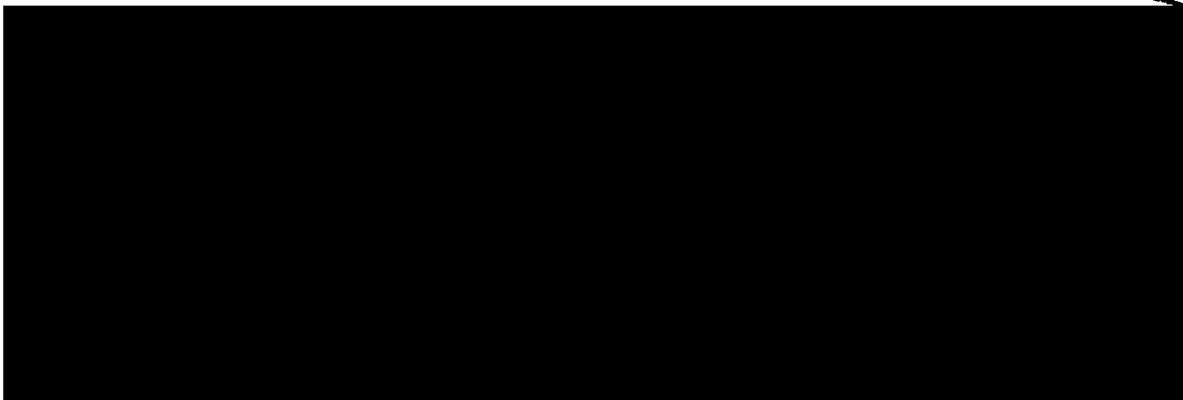
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Briefing Film for Admiral Raborn. The movie crew is still at

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██████████ shooting the picture covering activities of the Station.  
Due to inclement weather and difficulty in controlling the availability  
of actors (employees), shooting is about five days behind schedule.

MATTHEW BAIRD  
Director of Training

Attachment - OTR Attendance

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**OTR (Internal) Attendance for Week of:  
27 September - 1 October 1965**

Category	FT	PT	Tut	Total
Operations	204	14	---	218
Intelligence	27	31	---	58
Communication	---	9	---	9
Management	30	---	---	30
Clerical	30	88	---	118
Communism	45	---	---	45
Language	22	135	---	157
VLTP	---	---	---	---
Tutorial	---	---	26	26
<b>Total</b>	<b>358</b>	<b>277</b>	<b>26</b>	<b>661</b>

**OTR(External Training)**

**Week of 27 September - 1 October -- 261 Agency employees in  
162 external courses or  
programs**

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